

Standard Operation Procedures for Air and Oceanfreight shipments to **Australia AND New Zealand**



Dear Partner,

We are writing to you to advise you of mandatory import shipping procedures and customs requirements by Australian Customs with the request to comply at all times

- 1. Import Airfreight**
- 2. Import Ocean Freight**
- 3. DDP Shipments**

Australian Customs requires detailed reporting of both air and sea cargo by electronic means **before cargo arrives in the first port / airport of Australia.**

Cargo Reporting

This notice focuses on "Cargo Reports" covering "Air Cargo Reports" and "Sea Cargo Reports" pursuant to Section 64AB of the Australian *Customs Act 1901*. We provide these Cargo Reports to the Australian Customs Service based on the quality of information you provide.

Therefore, we require you to provide the relevant information at the earliest stage in **electronic format.**

Penalties

Non compliance may result in Australian Customs imposing penalties for not following import reporting procedures. Penalties for not meeting government requirements are expected to result in a minimum fine of AUD \$21600 **per error !**

In addition, apart from the government imposed penalties and fines, other consequences for not complying with these rules include:

- o Cargo delays
- o Storage charges
- o Reduced Service Levels
- o Extra Cost
- o Risk of Loss of Business

What we need from you

To enable us to meet Customs requirements, we require information relating to:

- 1. Air cargo no later than 12 hours before the first airport of arrival** in Australia
- 2. Sea cargo no later than 3 days before the first port of arrival** in Australia.

This is one of the most important points. For example, if the cargo is destined for Sydney but the first port of arrival is Fremantle and the vessel is due to arrive in Fremantle 7 day's before it arrives in Sydney, we **MUST** report to Australian Customs 3 day's before it arrives in Fremantle, not Sydney. The same obviously applies to air cargo, for example, if it flies into Cairns on one flight but then moves on another flight to Sydney, we **MUST** report to Australian Customs 12 hours prior to it's arrival in Cairns.

Attached are our standard operating procedures for both air and sea freight, which provides all the necessary information required. Please take note of the special email addresses that have been created specifically for your pre-alert notifications.

Standard Operation Procedures for Air and Oceanfreight shipments to **Australia AND New Zealand**



Liability for Errors

Clearly, we face exposure if we report in an inaccurate, inadequate or less than timely fashion. The purpose of this notice is to also inform you that if we do not meet Australian Customs requirements for reporting the movement of cargo due to your error, or omissions, we will seek indemnity from you to cover our liability.

Should we receive a penalty notice, you will be advised and will attach a copy of the penalty notice and our debit note for settlement. Furthermore, in the event that there is an inquiry by Australian Customs as to the reason for our incorrect reporting, then we will inform Australian Customs that the fault arose due to your failure to provide that information at the required time and in the required format.

Please ensure that this notification is distributed to all the relevant staff in your organisation.

In compliance with our Quality procedures we require you to acknowledge receipt of this notification confirming your compliance by return.

DDP Customs Clearance Shipments

It is a requirement of Australian Customs for the owner of the cargo to present a signed Customs Clearance Authority with the undermentioned wording to be completed on the letterhead of the overseas exporter / owner of the cargo. Without this document a DDP shipment will not be processed.

Outlay of Duty and GST

We do not extend credit on any government taxes i.e. Duty and GST exceeding AUD 500.00. Therefore we require payment prior to outlay and release of cargo

Personal Effects

Export Airfreight

ICE cannot handle **any personal effects** due to the Transport and Security Programme as set with DOTARS.

Export Seafreight

To be handled at the discretion of the individual ICE Branch

Import Seafreight and Air – CPT consignments only!

We will only receive shipments from our overseas agents and we will render all necessary assistance. At the discretion of the branch, customs clearance can be affected in-house or outsourced.

- ***Under no circumstances do we handle DAP or DDP Personal effects Shipments.***

Banking fees

All banking fees are for the account of the remitter!

If you need any further information or clarification, please do not hesitate to contact the undersigned.

International Cargo Express Pty Ltd

Ronald Spahr

Managing Director

Tel: +61 (2) 9669 7856 Direct number

Tel: +61 (2) 9669 7800 Main number

e-mail: rspahr@icecargo.com.au

Web: www.icecargo.com.au

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NOTE: An Amendment / Additional Processing Fee of AUD 50.00 will be charged for every incorrectly documented and/or incorrectly addressed consolidation. This is additional to the Australian Customs penalties referred to below.

E-MAIL PRE-ADVICE: AUSTRALIAN CUSTOMS insist on specific information 12 hours prior to the arrival of the aircraft in the first airport in Australia. Therefore, please e-mail the following documents to the **unique** e-mail addresses shown above: copy of the MAWB, HAWB (showing full address of shipper and consignee, value of goods), Commercial Invoice, and Debit Note if freight collect and Manifest showing **the name of the co-loader** should you decide to co-load the consolidation!

Non-Compliance will result in delays upon arrival and failure to comply with these Australian Customs requirements will attract an automatic minimum penalty of AUD \$21600.00 (Approx. US\$ 16400.00) per error and this penalty from Australian Customs will be invoiced to your office.

IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO ASK

Standard Operation Procedures for Air and Oceanfreight shipments to **Australia AND New Zealand**



E-MAIL PRE-ADVICE: AUSTRALIAN CUSTOMS insist on specific information 72 hours prior to the arrival of the vessel in the ***first*** port in Australia, so it is important to know the first port of arrival and it's arrival date, or otherwise send your Pre-alert to the relevant ICE office ***at least 10 days prior to arrival!***

Documents required are as follows:

- Express Ocean Bill of Lading or Express Co-Load Master Bill of Lading each showing the container and seal number.
- House Bill of Lading
- Packing Declaration
- Fumigation certificate, not required, if packing declaration stipulates that ISPM15 timber has been used
- Commercial invoice, if available
- Debit Note, if freight collect and Credit note for profit share as per agency agreement

Non-Compliance will result in delays upon arrival and failure to comply with these Australian Customs requirements will attract an automatic minimum penalty of AUD \$21600.00 (Approx. US\$ 16400.00) per error and this penalty from Australian Customs, will be invoiced to your office.

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DDP - CUSTOMS CLEARANCE PROCEDURE

Please reproduce following text on your letterhead and return completed to ICE:

TO WHOM IT MAY CONCERN

Customs Clearance Authority

AUTHORISATION AND ACKNOWLEDGEMENT OF TRADING CONDITIONS

In accordance with Section 181 of the Customs Act, *I/We hereby authorise International Cargo Express Pty Limited, Holder of Corporate Customs Brokers Licence No: 727 its nominees and/or subagents as may be appointed from time to time to act as *my/our Customs Broker for the purposes of the Customs Act 1901 as amended, at all places in the Commonwealth.

We further authorise International Cargo Express Pty Limited to quote our Australian Business Number (ABN): _____ as may be required by the Australian Taxation Office and GST legislation in respect of imported goods at the time of entry for home consumption with the Australian Customs Service.

All business is undertaken subject to ICE's Standard Conditions of Contract, which may limit or exclude the Company's liability and contain warranties and/or indemnities benefiting the Company, copies of which are available from website www.icecargo.com.au and/or upon request.

In granting this authority, *I/We indemnify International Cargo Express Pty Limited, its nominees and/or its agents for and against any and all duties, taxes, losses, costs, penalties, charges or other monies which the company is called upon or required to pay in respect of or in connection with *my/our goods, and documents relating to *my/our goods, and valuation/classification of *my/our goods for Customs or GST purposes, however so arising. *I/we guarantee payment of all outlays made on my/our behalf to **International Cargo Express Pty Limited**.

GST Deferred:		
Yes	or	No

Signature:

Date:

Position:

Name:

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Company letterhead

(MUST be issued by the packer or supplier of the goods and MUST include the company's name AND address)

PACKING DECLARATION

Vessel name:..... Voyage number:.....

Consignment identifier or numerical link.....

UNACCEPTABLE PACKAGING MATERIAL STATEMENT

(Packaging material such as straw, bamboo, peat, hay, chaff, used fruit & vegetable cartons are not permitted)

Q1 Have unacceptable packaging materials or bamboo products been used as packaging dunnage in the consignment covered by this document?

A1 YES NO

TIMBER PACKAGING/DUNNAGE STATEMENT

(Timber packaging/dunnage includes: crates, cases, pallets, skids, and any other timber used as a shipping aid)

Q2a Has solid timber packaging/dunnage been used in consignments covered by this document?

A2a YES NO

TREATMENT CERTIFICATION (ONLY IF TIMBER/DUNNAGE IS DECLARED IN QUESTION 2)

Q3 All timber packaging/dunnage used in the consignment has been (Please Indicate below)

Treated and marked in compliance with ISPM 15

Or

Treated in compliance with Department of Agriculture and Water Resources treatment requirements

(With accompanying treatment certificate)

Or

Not treated

CONTAINER CLEANLINESS STATEMENT (for FCL/X consignments only - statement to be removed from document when not relevant)

The container(s) covered by this document has/have been cleaned and is/are free from material of animal and/or plant origin and soil.

Signed: Printed name:.....
(Company representative)

Date of issue:.....
(DD/MM/YYYY)

Standard Operation Procedures for Air and Oceanfreight shipments to **Australia AND New Zealand**



Dear Partner,

Important *New Zealand* Customs Procedure

We are writing to you to advise you of mandatory import shipping procedures and customs requirements by New Zealand Customs with the request to comply at all times

- 4. Import Airfreight**
- 5. Import Ocean Freight**

New Zealand Customs requires detailed reporting of both air and sea cargo by electronic means **before cargo arrives in the first port / airport of New Zealand.**

Therefore, we require you to provide the relevant information at the earliest stage in **electronic format.**

Penalties

Apart from the government imposed penalties and fines, other consequences for not complying with these rules include:

- o Cargo delays
- o Storage charges
- o Reduced Service Levels
- o Extra Cost
- o Risk of Loss of Business

What we need from you

To enable us to meet Customs requirements, we require information relating to:

1. **Air cargo no later than 12 hours before the first airport of arrival** in New Zealand
2. **Sea cargo no later than 3 days before the first port of arrival** in New Zealand.

This is one of the most important points. For example, if the cargo is destined for Christchurch but the first port of arrival is Auckland and the vessel is due to arrive in Auckland 7 day's before it arrives in Christchurch, we ***MUST*** report to New Zealand Customs 3 day's before it arrives in Fremantle, not Sydney. The same obviously applies to air cargo, for example, if it flies into Auckland on one flight but then moves on another flight to Christchurch, we ***MUST*** report to New Zealand Customs 12 hours prior to it's arrival in Auckland.

Attached are our standard operating procedures for both air and sea freight, which provides all the necessary information required. Please take note of the special email addresses that have been created specifically for your pre-alert notifications.

Liability for Errors

Clearly, we face exposure if we report in an inaccurate, inadequate or less than timely fashion. The purpose of this notice is to also inform you that if we do not meet New Zealand Customs requirements for reporting the movement of cargo due to your error, or omissions, we will seek indemnity from you to cover our liability.

Should we receive a penalty notice, you will be advised and will attach a copy of the penalty notice and our debit note for settlement. Furthermore, in the event that there is an inquiry by New Zealand Customs as to the reason for our incorrect reporting, then we will inform New Zealand Customs that the fault arose due to your failure to provide that information at the required time and in the required format.

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Please ensure that this notification is distributed to all the relevant staff in your organisation.

In compliance with our ICE Quality procedures we require you to acknowledge receipt of this notification confirming your compliance by return.

Outlay of Duty and GST

We do not extend credit on any government taxes i.e. Duty and GST exceeding AUD 500.00. Therefore we require payment prior to outlay and release of cargo

Personal Effects

Export Airfreight

To be handled at the discretion of the branch

Export Seafreight

To be handled at the discretion of the branch

Import Seafreight and Air – CPT consignments only!

We will only receive shipments from our overseas agents and we will render all necessary assistance. At the discretion of the branch, customs clearance can be affected in-house or outsourced.

- ***Under no circumstances do we handle DAP or DDP Personal effects Shipments.***

Banking fees

All banking fees are for the account of the remitter!

If you need any further information or clarification, please do not hesitate to contact the undersigned.

Best regards

Yours sincerely,

International Cargo New Zealand Ltd

Scott Ellery

Director

Tel: +64 9275 9803

e-mail: scott@internationalcargo.co.nz

Web: www.internationalcargo.co.nz

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AIRFREIGHT PROCEDURE

Every MAWB/SUB Master HAWB consigned to International Cargo New Zealand Ltd must be addressed as under:

Shipper: The origin agent **Consignee:** ICE office - as under
Description of Goods: 'Consolidation, as per attached manifest'

Auckland International Cargo Express (NZ) Ltd
c/o Hawk Ellery Freight Services Ltd
Level 1, 76 Montgomerie Road
Manukau, Auckland 2150
Contact : Scott Ellery
Tel.: +649 2758080
Email: Prealerts@internationalcargo.co.nz

Wellington International Cargo Express (NZ) Ltd
c/o Hawk Ellery Freight Services Ltd
Level 1, 76 Montgomerie Road
Manukau, Auckland 2150
Contact : Scott Ellery
Tel.: +649 2758080
Email: Prealerts@internationalcargo.co.nz

Christchurch International Cargo Express (NZ) Ltd
c/o Hawk Ellery Freight Services Ltd
Level 1, 76 Montgomerie Road
Manukau, Auckland 2150
Contact : Scott Ellery
Tel.: +649 2758080
Email: Prealerts@internationalcargo.co.nz

NOTE: Above air cargo bond facility details are for customs purpose only
Correspondence, freight invoices etc. to be sent to our postal addresses

A manifest must be issued for every consolidation (incl. back-to-back, one line consolidations).

NOTE: An Amendment / Additional Processing Fee of A\$ 50.00 will be charged for every incorrectly documented and/or incorrectly addressed consolidation. This is additional to the New Zealand Customs penalties referred to below.

E-MAIL PRE-ADVICE: NEW ZEALAND CUSTOMS insist on specific information 12 hours prior to the arrival of the aircraft in the first airport in New Zealand. Therefore, please e-mail the following documents to the **unique** e-mail addresses shown above: copy of the MAWB, HAWB (showing full address of shipper and consignee, value of goods), Commercial Invoice, and Debit Note if freight collect and Manifest showing **the name of the co-loader** should you decide to co-load the consolidation!

Non-Compliance will result in delays upon arrival and failure to comply with these New Zealand Customs requirements will attract an automatic minimum penalty of AUD \$21600.00 (Approx. US\$ 16400.00) per error and this penalty from New Zealand Customs will be invoiced to your office.

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OCEAN FREIGHT PROCEDURE

Every Ocean B/L or CO-Load B/L must be consigned to International Cargo New Zealand Ltd and must be addressed as under:

Shipper: The origin agent **Consignee:** ICE office - as under
Ocean B /L: Express or
Seaway B/L – freight paid

Auckland International Cargo Express (NZ) Ltd
c/o Hawk Ellery Freight Services Ltd
Level 1, 76 Montgomerie Road
Manukau, Auckland 2150
Contact : Scott Ellery
Tel.: +649 2758080
Email: Prealerts@internationalcargo.co.nz

Wellington International Cargo Express (NZ) Ltd
c/o Hawk Ellery Freight Services Ltd
Level 1, 76 Montgomerie Road
Manukau, Auckland 2150
Contact : Scott Ellery
Tel.: +649 2758080
Email: Prealerts@internationalcargo.co.nz

Christchurch International Cargo Express (NZ) Ltd
c/o Hawk Ellery Freight Services Ltd
Level 1, 76 Montgomerie Road
Manukau, Auckland 2150
Contact : Scott Ellery
Tel.: +649 2758080
Email: Prealerts@internationalcargo.co.nz

E-MAIL PRE-ADVICE: NEW ZEALAND CUSTOMS insist on specific information 72 hours prior to the arrival of the vessel in the ***first*** port in New Zealand, so it is important to know the first port of arrival and it's arrival date, or otherwise send your pre-alert to the relevant ICE office ***at least 10 days prior to arrival.***

Documents required are as follows:

- Express Ocean Bill of Lading or Express Co-Load Master Bill of Lading each showing the container and seal number.
- House Bill of Lading
- Packing Declaration
- Fumigation certificate, not required, if packing declaration stipulates that ISPM15 timber has been used
- Commercial invoice, if available
- Debit Note, if freight collect and Credit note for profit share as per agency agreement

Non-Compliance will result in delays upon arrival and failure to comply with these New Zealand Customs requirements will attract an automatic minimum penalty of AUD 21600.00 (Approx. US \$ 16400.00) per error and this penalty from New Zealand Customs, will be invoiced to your

IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO ASK